

OFFICE OF THE SECRETARY OF STATE

INTERN PROGRAM

APPLICATION

Suite 814, West Tower
2 Martin Luther King, Jr. Drive S.E.
Atlanta, Georgia 30334
Phone: 404-657-4597 Fax: 404-657-5804

TYPE OR PRINT CLEARLY IN BLACK INK AND SIGN THIS APPLICATION.

CHECK ONE: _____ **SUMMER** _____ **FALL** _____ **SPRING**
CHECK ONE: _____ **FULL TIME** _____ **PART TIME** _____ **EITHER**

PERSONAL DATA

Social Security Number: _____ - _____ - _____	Daytime Phone Number: () _____ - _____
Title: Last Name: _____ First: _____ MI: _____ Ms. Mr.	Evening Phone Number: () _____ - _____
Address: _____	Permanent Address: _____
City: _____ State: _____ Zip Code: _____	City: _____ State: _____ Zip Code: _____
Personal E-mail Address: _____	

EDUCATION

Name and Location of College or Universities Attended:	Graduation Year:	GPA:	Major:
Name and Location of Graduate Schools Attended:	Graduation Year:	GPA:	Major:

BRIEF EMPLOYMENT HISTORY

Employer:	Position:	From:	To:

REFERENCES

Name of Reference:	Relationship to Candidate:	Reference's Telephone Number:
1.		
2.		
3.		

Please list in order of preference the three Secretary of State divisions that you would most like to be placed with:

1. _____
2. _____
3. _____

A list of divisions with available positions can be found at <http://www.sos.ga.gov/misc/intern.html>.

I certify that the information provided on this form is true and that I am an eligible candidate because I meet the following requirements:

1. I am enrolled in a college or graduate program **or** I will graduate from a college or graduate program the semester immediately prior to the semester in which this internship occurs.
2. I am enrolled in a Georgia college or university **or** I am a Georgia resident.
3. I have at least a 2.5 grade point average.

I authorize the Office of the Secretary of State Internship Program to use this information for intern placement purposes.

Signed: _____ Date: _____

To ensure that the Secretary of State Internship application process has been completed properly, please make sure you have enclosed:

1. A completed internship application;
2. An up-to-date resume.

Resumes and applications can be submitted via mail or fax.

Resumes and applications are not reviewed until after the application deadline.